

PERMIT APPLICATION INSTRUCTIONS

Atlanta is host to many public and private outdoor events on an annual basis. As you start the planning process for your event it is important to recognize the impact that your event has on city services and your surrounding communities. It is our goal to assist every event organizer in properly planning safe and successful events that make difference to the City of Atlanta.

PERMIT PROCESS

In order to process your Large Gathering Permit Application form, a completed permit application **must** be received by the City of Atlanta Office of Special Events **no later than fourteen (14) days prior to the actual date of your event.** You will receive an email upon receipt of your application that will detail any missing information and next steps for approval.

In addition to obtaining the event permit, there are several other permits that may need to be acquired; you will read more about these types of permits throughout this packet. Any related permits are **due 30 days** before the event date. Please allow plenty of time to turn in your application. If there is a question that does not apply to your event, list N/A rather than leaving it blank. *Please be aware that failure to submit your application in a timely manner or submitting an incomplete application will result in denial of your permit application.*

Large Gathering Permits do not include the privilege to vend food or merchandise. You must submit an application for either an Assembly (30 day deadline) or an Outdoor Festival (90 day deadline) to vend at your outdoor event.

We hope that you find these instructions helpful. Thank you for your interest in choosing the City of Atlanta as the location for your event.

HAVE A GREAT EVENT!!!!

EVENT SUMMARY

DESCRIPTION

Today's Date: _____

Event Title: _____

Description of Event: _____

Purpose of Event: (Please describe the purpose of proposed event and the program involved)

Event Components:

- | | |
|--|---------------------|
| <input type="checkbox"/> Alcohol | Portable Toilets |
| <input type="checkbox"/> Amplified Music | Tents/Platforms |
| <input type="checkbox"/> Amusements (i.e. moonwalks) | Catered Food |
| <input type="checkbox"/> Banners | Street/Lane Closure |
| <input type="checkbox"/> Generators | Other: _____ |

* Please note, vending is not permitted at Large Gatherings

YES NO

Do you want your event published on the City of Atlanta on-line calendar?

Anticipated
Attendance

Total: _____ Day 1 of Event: _____ Day 2 of Event: _____
Day 1 Peak Time: _____ Day 2 Peak Time: _____

Setup Day of Week/Date: _____ Start Time: _____ End Time: _____

Event Day 1 Day of Week/Date: _____ Start Time: _____ End Time: _____

Event Day 2 Day of Week/Date: _____ Start Time: _____ End Time: _____

Dismantle Day of Week/Date: _____ Start Time: _____ End Time: _____

*If your event is more than two days, list start and end time for each day

Inclement Weather Day of Week/Date(s): _____ Start Time: _____ End Time: _____

LOCATION

Event Location: Residence School Commercial Property Other
Church/Synagogue/Mosque Vacant Lot/Home/Building

Location
Description: _____

Location Name: _____

Address: _____

City, State & Zip code _____

Phone Number (if applicable) _____

CONTACT INFORMATION

PRIMARY

Applicant Name: _____

Address: Street _____ Suite _____

City _____ State _____ Zip code _____

Telephone/Fax: Tel() _____ Cell () _____ Fax() _____

Email: _____

YES NO

Is there a dedicated host or producing organization?

If yes, please list: _____

YES NO

Is this an annual event? How many years have you been holding this event? _____ Years

EVENT ORGANIZERS/SPONSORS

Please list any professional event organizer, event service provider, or commercial fund-raiser hired by you that is authorized to work on your behalf to plan, produce and/or manage your event.

A written communication from the Host Organization authorizing the applicant and/or professional event organizer to apply for this Outdoor Event Permit on their behalf must be submitted with your permit application.

Applicant Name: _____

Address: Street _____ Suite _____

City _____ State _____ Zip code _____

Telephone: Day () _____ Evening () _____ Cellular () _____

Email _____

Please list your sponsors for this event (if applicable): _____

ORGANIZATION STATUS/REPORTING

YES NO

Is the Host Organization a commercial entity?

Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, you must **ATTACH** to this application a copy of your IRS 501 (c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.

Is this event open to the public?

Are patrons' admission, entry or participant fees required?

If yes please provide amounts and cut-off date (if applicable): _____

FOOD/COOKING

Does your event include food ?

If yes, please describe how food will be served and/or prepared _____

Do you intend to cook food outdoors?

If yes, please specify method:

Gas Electric Charcoal Grease Other (specify) _____

If you are cooking, please indicate the location (i.e. indoor, outdoor, tent, etc.)

SANITATION AND RECYCLING

How will you handle the clean-up your event area? _____

If you are contracting clean-up services, Please **ATTACH** an agreement between your organization and the agency performing the clean up of the area. This agreement letter must be submitted on the letterhead of the appropriate agency responsible for the cleanup and **must** include the following:

- Contact information: Name and number (accessible during event)
- Plan for recycling refuse (describe in detail)
- Number of trash receptacles provided by the agency
(Minimum of 10 solid waste receptacles per 100 attendees)

If you are requesting this service to be provided by the City's Sanitation Department, you must contact 404-523-0632 in advance to request an estimate. Payment is due five (5) days before the event and proof of payment is required by the Office of Special Events.

PARKING/TRAFFIC MIGITATION

Please list all parking options for patrons and event staff. Please include approximate number of spaces available: _____

YES NO

Have you informed the immediate residents/businesses about parking and traffic issues that may arise from your event?

YES NO

☐ ☐

Will you encourage patrons to take public transportation? If yes, how will you inform them: _____

How will you handle traffic that arises from your event?

PORTABLE RESTROOMS

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both American Disability Act (ADA) accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event.

YES NO

Do you plan to provide portable rest room facilities at your event?

If yes: Total number of portable toilets _____
Total number of ADA portable toilets _____

If no: Please explain _____

- For each seweried toilet available onsite, subtract 1 from the previously calculated number.
- If alcoholic beverages are to be served, add 25% from the base number.
- You need to have a minimum of 1 ADA per portable toilet cluster
- Additional units may be deemed necessary by Atlanta Fire Rescue.

Please ATTACH an agreement between your organization and the agency providing the portable toilets.

- This agreement letter must be submitted on the letterhead of the appropriate agency and must include the number of toilets the organizer is requesting.
- All portable toilets on public property must be removed within 24 hours of event close. Failure to remove the toilets by an agreed upon date may result in significant penalties.

Portable Toilet Provider: _____

Address: Street _____ Suite _____
City _____ State _____ Zip code _____

Telephone: Day () _____ Evening () _____ Cellular () _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

MARKETING AND PUBLIC RELATIONS

YES NO

Will this event be marketed, promoted, or advertised in any manner?

If yes, please indicate the types of advertising (check all that apply): Local Radio National Radio
Local TV National TV Cable TV Local Newspaper National Newspaper Direct Mail/Flyers
Internet Email Billboards

Please ATTACH an explanation of your GENERAL AREA and TIMELINE of all advertisements.

Do you have a plan to control or limit the placement and/or distribution of promotional signage?
sticker and other items?

If yes, please describe: _____

Will there be live media coverage during the event?

If yes, please describe: _____

ENTERTAINMENT AND RELATED ACTIVITIES

YES NO

Is there entertainment associated with your event? **If no, go to the next page**

If yes, please indicate the types of entertainment (check all that apply): Live Music Disc Jockey (DJ)

Children Activity Animal Acts Theatrical Performance Other: _____

Please complete the following information and provide an **ATTACHMENT** listing all bands/ performers, sound check and performance schedule. **Please include if the bands are locally or nationally recognized acts.**

Number of Stages/Platforms _____

Number of Performers/Bands _____

Will sound checks be conducted prior to the event?

If yes, State time _____ Finish time _____

Will sound amplification be used?

If yes, State time _____ Finish time _____

Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe _____

Please describe the sound equipment that will be used for your event? _____

Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

If yes, please **ATTACH** type of firework, map of set-up and fall-out area, and license of operator.

*** For more information, contact the Atlanta Fire Rescue Fire Safety division at 404-853-7077.**

Will your event include the use of any signs, banners, decorations, or special lighting?

If yes, please describe size of banner, number of banners, how they will be secured and where they will be secured _____

Are you sponsoring or allowing outside promoters or agencies to officially sponsor events outside of this event you are currently applying for a permit for?

If yes, please **ATTACH** a list of each event with dates, times and locations.

ELECTRICAL NEEDS

YES NO

☐ ☐

Will a generator(s) be used?

If yes, what type of fuel and what size generators will be used: _____

If an electric generator is used, are you installing a grounding rod?

☐ Yes ☐ No

* Grounding rods must be removed from all public property at the end of the permitted event.

Will additional electrical wiring or temporary power poles need to be installed?

Yes No

Describe specific electrical needs: _____

Electrical Contractor: _____

Telephone: Day () _____ Evening () _____ Cellular () _____

Please **ATTACH** an agreement from the agency providing the electrical service. This letter must be submitted on the letterhead of the agency and must include the license number of the electrician contracted for service.

YES NO

Are there amusements (moon walks, dunk tanks, etc) associated with your event?

If yes, what type(s) of amusements will be used? _____

Amusement Provider: _____

Address: Street _____ Suite _____

City _____ State _____ Zip code _____

*** NOTE: The City of Atlanta does not govern the safety of amusements. Organizers assume all risk.**

SITE PLAN/ROUTE MAP

Please **ATTACH** your event site plan/route map that includes a legend or key. **Incomplete site maps are the number one reason applications get delayed in processing.** When creating your site map, take into consideration that maps can be used by public safety officials to respond to emergencies. Maps must include but not be limited to:

- ☐ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. **Photos/detailed descriptions are required of all fencing.**
- ☐ The location and dimensions of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, amusements, dumpsters, and other temporary structures.
- ☐ The location of portable toilets (including number & type of toilets in each location), cooking areas, alcohol sales trash containers, generators, fuel tanks, drinking water fountains/free water stations
- ☐ The location of first aid facilities and ambulances.
- ☐ Placement of vehicles and/or trailers.
- ☐ If there are any tents that will hold more than 50 people, a site plan of the tent must be submitted with layout of the elements that will be placed underneath the tent (tables, chairs, catering supplies, etc.)
- ☐ Exit location for OUTDOOR events that are fenced and/or locations within tents and tent structures.

TEMPORARY STRUCTURES

Are you using any tents?

If yes, please complete the following:

Yes No

_____ # of tents Sizes: _____

Are you using any platforms?

If yes, please complete the following:

Yes No

_____ # of platforms Sizes: _____

Are you building any stages?

If yes, please complete the following:

Yes No

_____ # of stages Sizes: _____

*****If you are building a stage, platform or using a tent '10x20' or larger or 10x10 tents less than 12 feet apart, then you must complete a temporary structures permit application. The application is separate and can be found under "sub-permits/other applications" page on the "General Applications Guidelines" webpage menu.***

SECURITY PLAN

Application Number: _____

Date: _____

Event Name: _____

☐ Lane Closing

☐ Street Closing

☐ Other

Zone: _____

Description of Event: _____

Date: _____

Time: _____

Location (s) : _____

Attendance Numbers _____

Security Plan Summary: (Attach Plan of Action or briefly describe security plan to include, but not limited to, crowd control, internal security and venue safety)

Number of security personnel required: _____ (POST-certified off-duty law enforcement only)

List agencies represented by Off-duty Officers: _____

List "lead Officer's "name and contact number: _____

TRAFFIC:

Fixed: _____

Mobile: _____

CROWD CONTROL

Fixed: _____

Mobile: _____

Number of Barricades required: _____ (applicant must provide barricades)

Are you hiring additional security from a private security company? : ☐ Yes ☐ No

Please note: this is not a substitute for Post-certified off-duty law enforcement personnel

If yes, please list the Name and Contact Number of private security company: _____

THIS ABOVE PORTION OF THIS FORM IS TO BE FILLED OUT BY THE FESTIVAL ORGANIZER OR PROMOTER ONLY. ATLANTA POLICE OFFICERS ARE PROHIBITED BY CITY ORDINANCE FROM SIGNING THIS FORM AS SECURITY COORDINATORS. FOR MORE INFORMATION, CONTACT THE ATLANTA POLICE DEPARTMENT SPECIAL OPERATIONS SECTION AT (404) 209-5260 OR BY FAX AT (404) 209-2518

**APPROVED
DISAPPROVED**

Commander, Special Operations Section
Atlanta Police Department

**APPROVED
DISAPPROVED**

Deputy Chief, Field Operations
Atlanta Police Department

EMERGENCY MEDICAL SERVICE – OUTDOOR EVENTS PERMIT ATLANTA FIRE RESCUE

All are required to have an emergency services plan. 911 is an appropriate plan for events under 2,000 people, please write "will call 911" under the "Other" section below Be advised that Atlanta Fire Rescue may require additional EMS services at your event before they will approve your plan.

Please **ATTACH** an agreement letter between your organization and the agency contracting EMS services. This agreement letter must be submitted on the letterhead of the appropriate agency and **must** include contact information (Name and number), complete listing of contracted services, the manner in which they will be managed and deployed, complete listing of personnel, including state certification levels (MD, RN, EMT, Paramedic, NPQ), and the hours of set-up and dismantle of all medical aid areas. For more information, contact **(404) 215-2830 or by fax at (404) 215-2831**

NAME OF EVENT/FESTIVAL: _____

EVENT DATE: _____ TIME: _____

ADDRESS OF EVENT OR FESTIVAL: _____

NAME OF ORGANIZATION/ ORGANIZER: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

ESTIMATED ATTENDANCE: DAILY _____ TOTAL _____

WILL ALCOHOL BE SERVED? YES _____ NO _____

NAME AND NUMBER OF THE ONSITE CONTACT DURING THE FESTIVAL/EVENT:

PLEASE PROVIDE THE NAME, AND PHONE NUMBER OF THE PRIVATE COMPANY OR INDIVIDUAL (S) ATLANTA FIRE RESCUE EMS SECTION MAY CONTACT IF THEY HAVE ANY QUESTIONS REGARDING YOUR EMS PLAN _____

WILL YOUR EMS PROVIDER (S) HAVE ON IDENTIFIABLE UNIFORMS?

YES _____ NO _____

HOW MANY OF THE FOLLOWING WILL BE ASSIGNED TO THE FESTIVAL/EVENT?

___ ADVANCE LIFE SUPPORT UNIT(S)	___ BASIC LIFE SUPPORT UNIT(S)
___ MEDICAL DOCTOR	___ REGISTERED NURSE
___ LICENSED PRACTICAL NURSE	___ FIREFIGHTER/MEDIC
___ EMERGENCY MEDICAL TECHNICIAN	___ PARAMEDIC
___ FIRST AID STATIONS	___ OTHER (Please explain) _____
___ PORTABLE TOILETS	___ PORTABLE ADA TOILETS
___ PUBLIC WATER SOURCES	

Please explain in detail how your medical personnel will communicate during with each other during your event. (event radios, cell phones, walkie talkies, etc.) _____

Please Print – Medical Director EMS
Providing Event Coverage

Signature – Medical Director EMS DATE
Providing Event Coverage

Please Print- Chief of Atlanta Fire Rescue
EMS Section

Signature – Chief of Atlanta Fire Rescue DATE
EMS Section

☐ APPROVED

☐ DISAPPROVED

ALCOHOL PERMIT INFORMATION

YES NO

Does your event involve the use of alcoholic beverages?

If yes, please contact the Atlanta Police Department at 404-853-7740 to obtain a license from them.

*Please check with the State of Georgia website <http://www.etax.dor.ga.gov/alcohol/index.shtml> regarding any additional requirements.

TEMPORARY STREET OR SIDEWALK CLOSURE

YES NO

Does your event consist of or include a race, parade, rally or motorcade?

If yes, fill out an assembly permit application in addition to this application

YES NO

Does your event involve any street/lane closures?

If yes, fill out a temporary street/lane closure permit application (sub-permit section)

FIRE SAFETY INSPECTIONS

YES NO

☐ Will your event include the use of any signs, banners, decorations, or special lighting?

Note: Banners must be made of materials that meet the National Fire Protection Association 701 standards.

YES NO

☐ Will any banners be attached to light poles or any other object in any City Street, sidewalk or right-of-way? (If yes, please contact the Commissioner of Public Works at 404-330-6240.)

Are you seeking the Sub-Permit along with the issuance of the Outdoor Event Permit or at the time of set-up of the Outdoor Event?

☐ With Outdoor Event Permit

- Attach Certificate of Flammability from the Banner's fabric manufacturer stating that the material meets the standards
- Or, Banner material can be attached to application for testing by the Atlanta Fire Rescue Department
- Applicant can take a sample of the Banner material to the Fire Rescue Department for testing. AFRD is located at 675 Ponce de Leon Ave, Suite 2001, Atlanta, GA 30308. For more information, contact 404- 853-7070.

☐ At time of set-up of event

Set-up Contact Name: _____ Cell Number: _____

Note: At any Outdoor Event, the Fire Rescue Department shall have the authority to require that a Banner be taken down upon a finding that the Banner does not meet the National Fire Protection Association 701 standards.

YES NO

☐ Are you hiring off-duty fire safety personnel?

If yes, please list how many are National Fire Protections Association certified Fire Inspector 1 and have jurisdictional authority. _____

FIRE SAFETY INSPECTIONS LARGE GATHERING PERMIT

Name of Gathering: _____
Date and Times of Gathering: _____
Address of Event: _____

Code Reference City Ordinance Chapter 42 – Outdoor Events

1. What is your expected number of persons attending this event: _____ - Section 142-21(f)
2. Do you intend to erect a fence around the event? Yes ☐ No ☐ - Section 143-3 (e)
3. Will any tents be erected at this event? Yes ☐ No ☐
If yes, how many and what size: _____ - Section 142-41
4. Will any signs or banners be hung? Yes ☐ No ☐ - Section 142-35
5. Will there be any street closing for this event? Yes ☐ No ☐ - Section 142-21(2)(3)
6. Will any alcohol be served at this event? Yes ☐ No ☐ -
7. Will there be any fireworks/pyrotechnics displayed in conjunction with this event? Yes ☐ No ☐ - Section 142-21(2)(g)(3)(h)
8. Will there be any cooking at the event? Yes ☐ No ☐
If yes, what will be the fuel source _____ - Section 142-21(2)(g)(3)(h)
9. Will there be any LP-Gas, flammable, or combustible liquids used at this event? Yes ☐ No ☐ - Section 142-21(2)(g)(3)(h)
If yes, give the name, intended use and how much will be stored on the site: _____
10. Number of off-duty fire inspectors or fire marshals needed for this event _____ - Section 142-21(3)(A)(i)(ii)

BEFORE THE EVENT IS APPROVED, THE SITE PLAN SHALL BE SUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR APPROVAL – SECTION 142-37

NOTE: ANY DEVIATION OF THE APPROVED SITE PLAN MUST BE RESUBMITTED TO THE FIRE MARSHAL'S OFFICE FOR APPROVAL.

****To be completed by the ATLANTA FIRE RESCUE ONLY****

**APPROVED
DISAPPROVED**

Print, Fire Marshall, Atlanta Fire Rescue

Signature, Fire Department
Atlanta Fire Rescue

In determining the adequacy and appropriateness of any emergency Services and Fire Safety Plan, the Atlanta Fire Rescue Department shall be guided solely by considerations of the anticipated number of attendees at the event, the location of the event, whether the event has gates or other barriers to exiting the event, the season in which the event occurs, the presence of cooking, the presence of special hazards such as fireworks displays and other pyrotechnic and special effects, past experience with this particular Outdoor Event, or the Outdoor Event's Applicant or Host.

AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Atlanta Code of Ordinance, and I understand that this application is made subject to the rules and regulation established by the City Council and/or the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Event venue and the conduct of the Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Atlanta.

(Please print)

Host/Producing Organizer Name: _____

Title: _____

Host Organization: _____

Signature: _____ Date: _____

Professional Event Organizer: _____

Title: _____

Organization/Agency Name: _____

Signature: _____ Date: _____

Date received by office:



For office use only

PERMIT NUMBER:

____07____-____-____

Benchmark dates:

90 DAY ____/____/____

50 DAY ____/____/____

45 DAY ____/____/____

OFFICE
USE
ONLY

Thank you for completing your Large Gathering Permit Application. Before you submit your application to the City of Atlanta, please make sure that the following steps have been completed:

Have you?

- ☐ Signed and dated your application

Attachments:

- ☐ Original agreement letter from the agency performing clean up of the festival area
- ☐ Original agreement letter from the agency providing the portable toilets
- ☐ A complete entertainment list and schedule
- ☐ A complete list of all endorsed events outside of permitted event (after party, receptions, etc.)
- ☐ Explanation of your marketing general target area
- ☐ Event site plan
- ☐ Original agreement letter from the agency providing the electrical services
- ☐ Original agreement letter from the agency providing the emergency medical services

PLEASE NOTE: Applications can be faxed, mailed or brought in person. They cannot be emailed.

Submit your completed permit application to:

City of Atlanta
Office of Special Events
55 Trinity Avenue, SW
Suite 2400
Atlanta, Georgia 30303

Office: (404) 330-6741
Fax: (404) 225-5732